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**Facility Reservation Form**

**(Wedding and/or Reception)**

**Is either member of the wedding party a Living Proof Church member?** (Circle one) **Yes No**

**Wedding Date** (mm/dd/yyyy)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Wedding Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bride’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bride’s Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bride’s Email Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bride’s Home & Cell Phone Numbers: (H): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Church Affiliation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Groom’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Groom’s Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Groom’s Email Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Groom’s Home & Cell Phone Numbers: (H): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (C): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Church Affiliation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We will be using the church facility for (Check one):** \_\_\_\_\_\_\_ **Ceremony Only**

  **\_\_\_\_\_\_\_** **Ceremony and Reception**

**Will you require the facility for a wedding rehearsal? (Circle one):** Yes No

*(If the church facility will be used for a wedding rehearsal, list the date, time, and duration below.)*

**Date** (mm/dd/yyyy)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Duration** (In hours)**:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Will you need to use the church kitchen? (Circle one):** Yes No



**Facility Reservation Form (Cont.)**

**(Wedding and/or Reception)**

**Name of the pastor performing the wedding ceremony:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pastor’s Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Pastor’s Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wedding Coordinator’s Name (if required):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wedding Coordinator’s Phone Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wedding Coordinator’s Email Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 

 **Living Proof Church Facility Use Guidelines**

* + An individual (member or non-member) or group (non-profit or for-profit) may reserve the Living Proof Church (LPC) facility or classrooms by contacting the LPC Event Coordinator at least 30 days prior to the event

* + The LPC Elders reserve the right to deny the use of the LPC facility to any individual or group if they determine the event would not be in the best interest of the church.
	+ The cost for an active church member of Living Proof Church (LPC) to use the LPC facilities for a wedding ceremony only is $250. This fee includes a sound engineer for the rehearsal and wedding, and janitorial services after the wedding. If the reception is held at the church, there is an additional $100 charge. There is also a $200 fee to remove the band equipment from the stage. One half of the total fees must be paid to reserve the facility with the remaining fees due one week prior to the wedding. Any damages incurred to the LPC facilities in connection with the wedding will be the full financial responsibility of the person(s) renting the facility.
	+ The cost for a non-church member to use the LPC facility for a wedding will be $650.00 for the ceremony only and $850.00 for the ceremony and reception. This fee includes a sound engineer for the rehearsal and wedding, janitorial services after the wedding, and removal of the band equipment from the stage. One half of the total fees must be paid to reserve the facility with the remaining fees due one week prior to the wedding. Any damages incurred to the LPC facilities in connection with the wedding will be the full financial responsibility of the person(s) renting the facility.
	+ There is a $150 fee (minimum) for the LPC Senior Pastor to perform the wedding ceremony. This fee can be paid directly to the LPC Senior Pastor.
	+ Couples must complete marriage counseling prior to the wedding. This can be arranged through the LPC Senior Pastor. Marriage counseling can be completed by another pastor who is approved by the LPC Senior Pastor.
	+ Any pastor, other than an LPC Pastor, wishing to perform the ceremony must be approved by the LPC Senior Pastor prior to the ceremony.
	+ The church will be available for the wedding rehearsal and/or decorating the night before the wedding for a maximum of 3 hours. All decorations must be removed immediately following the wedding and/or reception. If the facility is used on a Saturday evening, the church must be completely vacated by 10 pm.

 

**Living Proof Church Facility Use Guidelines (cont.)**

* + All music played at the wedding must be given to the LPC Event Coordinator or Praise and Worship Leader for approval 2 weeks prior to the event.
	+ Any candles used in the wedding must have a protective sheet (plastic) placed under them including “drip less” candles.
	+ Alcoholic beverages or the use of tobacco products **are not permitted** in the church or on the church campus.
	+ Any rearranging of the sanctuary (chairs & tables) must be done by the wedding party. However, the janitorial service will replace any furniture that is moved.
	+ The church tables are available for use, but must be set up by the wedding party. Tablecloths, eating utensils, cups, plates, etc. will not provided by the church.
	+ If the kitchen is used, it must be cleaned and left the way it was found (cleaning crew will sweep and mop the floor).
	+ When a church member reserves the facility, they will accept complete responsibility for cleaning the facility (sanctuary and any classrooms used) and ensuring the church facility is secured after the wedding and/or reception. The wedding party or their representative are expected to replace any furniture moved, vacuum the floors and carpet, clean and restock the restrooms, clean the kitchen (if used), mop the kitchen floor, remove all trash (in bags) and all trash bags in the dumpster, remove any trash and debris placed on the church campus by those attending the wedding and/or reception, and turn off all lights after the event. If the wedding party or person making the reservation is unwilling to clean and secure the facility after the event, they will have to agree to pay a $150 custodial fee.

**We/I have read the guidelines for the use of the LPC facilities for a wedding and/or reception and agree to all the terms set forth. We/I accept full financial responsibility for any damages to the LPC facility related to our use of the facility.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Groom’s Signature/Date) (Bride’s Signature/Date)**

 

**Facility Use Fee Acknowledgement/Agreement**

**(Non-members)**

**Bride’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Groom’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wedding Date** (mm/dd/yyyy)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_ to \_\_\_\_\_\_**

**Facility Rental Fees:**

**Ceremony**: $500.00 (Int.) \_\_\_\_\_\_\_

**Reception:** $200.00 (Int.) \_\_\_\_\_\_\_

**Custodial:** $150.00 (Int.) \_\_\_\_\_\_\_

**Additional Fees**:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Fees:** \_\_\_\_\_\_\_\_\_\_\_ (Int.) \_\_\_\_\_\_\_

**Fees due at booking**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Paid (Y/N):** \_\_\_\_\_\_**Cash or Check#:** \_\_\_\_\_\_\_

**Received by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Balance due 1 week before wedding date:** $ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Balance paid (Y/N):** \_\_\_\_\_\_ **Cash or Check#:** \_\_\_\_\_\_\_\_\_\_\_

**Balance received by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 

**Facility Use Fee Acknowledgement/Agreement**

**(Church Member)**

**Bride’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Groom’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wedding Date** (mm/dd/yyyy)**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_ to \_\_\_\_\_\_**

**Facility Rental Fees:**

**Ceremony**: $250.00 (Int.) \_\_\_\_\_\_\_

**Reception:** $100.00 (Int.) \_\_\_\_\_\_\_

**Custodial:** $150.00 (Int.) \_\_\_\_\_\_\_

**Additional Fees**:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Fees:** \_\_\_\_\_\_\_\_\_\_\_ (Int.) \_\_\_\_\_\_\_

**Fees due at booking**: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Paid (Y/N):** \_\_\_\_\_\_**Cash or Check#:** \_\_\_\_\_\_\_

**Received by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Balance due 1 week before wedding date:** $ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Balance paid (Y/N):** \_\_\_\_\_\_ **Cash or Check#:** \_\_\_\_\_\_\_\_\_\_\_

**Balance received by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_